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Instructions to Inspectors.

REVISED 1908.

DISTRIBUTION OF THE LEGISLATIVE GRANT.

RURAL PUBLIC AND SEPARATE SCHOOLS IN THE ORGANIZED COUNTIES OF ONTARIO.

Provisions of the Department of Education Act, Amended 1908.

The following are the provisions of Section 4 of the Education Department Act, as amended at the recent session of the Legislature, on which is based the scheme of distributing the General Legislative Grant to the Rural Public and Separate Schools in the organized counties:

It shall be the duty of the Minister of Education and he shall have power:

(3) Subject to the Regulations of the Department of Education, to apportion all sums of money voted by the Legislative Assembly as a general grant for the Rural Public and Separate Schools in the organized counties and districts amongst said rural schools in the organized counties and in the districts respectively on the basis of the salaries paid to the teachers, the value of the equipment, the character of the accommodations, the grade of the teachers' professional certificates, the length of their successful experience, and the amount of the assessments.

(4) The grant for the Rural Public and Separate Schools in the organized counties shall be payable on or before the first day of August, as the Lieutenant-Governor in Council may direct, to the Treasurer of each county, and through him (except when the County Treasurer acts as sub-treasurer also) to the various Township Treasurers of the county, for payment to the respective Boards of Rural Public and Separate School Trustees upon the warrants of the Public or Separate School Inspectors concerned.

(6) Under the provisions of such regulations as may be made by the Department of Education, to apportion to Public and Separate School Boards in poor rural districts, and to the residents of lumber, mining, and other settlements all sums of money voted by the Legislative Assembly for teachers' salaries to Public and Separate School Boards in poor rural districts, and for such other school purposes as the Minister of Education may consider expedient.

General Instructions.

The information herein contained is now communicated to the Public and Separate School Inspectors in order that they may have sufficient time to procure from School Boards and County and Township Clerks the data necessary to fill in the official returns on which the distribution will be made by the Education Department and the forms for which will be sent to each Inspector. All such data as above shall be certified by the official concerned. The Inspector shall see that they are properly made out and shall retain them for at least one year as the authority for his official report. The Public School Act provides that the Legislative grants shall be payable by the Minister of Education on or before the first day of August. It will, accordingly, be necessary for the Inspector to act as expeditiously as possible in procuring the information he may need, so that he may make his report to the Education Department *not later than June 22nd.*

Assessments and Sections.

(1) The average section assessment of the township hereinafter referred to is the quotient obtained by dividing by the number of school sections in the township, the total assessed value of the township as fixed by the last made county equalization.

(2) For the above computation :—

(*a*) The lands of the supporters of each Separate School shall be counted as a section in forming the divisor.

(*b*) A union section shall be counted as belonging to the township in which the school building is situated, and the assessed value of the portion of the other township or townships completing said union section shall be added to the dividend (see Public School Act of 1901, section 54).

(*c*) When there are two schools in a section, the section shall be counted as two sections in forming the divisor.

SCHEME OF DISTRIBUTION.

The total yearly apportionment to each school, *not including Continuation Schools*,* shall be the sum of the grants to which it is entitled under the following regulations :

I. Fixed Grants.

Where the average section assessment of the township, as defined above, is less than $30,000.00, each school shall receive a fixed grant of $30.00; where it is at least $30,000.00 and less than $40,000.00, the fixed grant shall be $25.00; and where it is at least $40,000.00 and less than $50,000.00, it shall be $20.00. Where it is $50,000 or more there shall be no fixed grant.

II. Grants on Salaries.

(1) Each school shall receive 40 per cent. of the amounts paid in teachers' salaries each school year (beginning in August and ending in June) up to

Note—The name "Continuation School" (the former Continuation Class, Grade A) is applied, not to the whole public school, but to the particular division or divisions thereof in which Continuation School Work is taught.

a maximum of $600.00 salary in the case of each teacher, the computation beginning as follows:

(*a*) At $150.00 for a principal teacher and at $100.00 for each assistant teacher where the average section assessment, as defined above, of the township where the school is situated is less than $30,000.00;

(*b*) At $200.00 for a principal and at $150.00 for each assistant where said assessment is at least $30,000.00 and less than $40,000.00;

(*c*) At $250 for a principal and at $150.00 for each assistant where said assessment is at least $40,000.00 and less than $60,000.00;

(*d*) At $300.00 for a principal and at $200.00 for each assistant in the case of all other assessments.

(2) Where the teacher performs all the duties of caretaker the Inspector shall deduct from the amount paid him for his services as teacher and caretaker a sum not exceeding $25 in any one case, and where he performs part of the duties a proportionate amount of $25.00.

III. Grants on the Teachers' Qualifications.

The following grants shall be paid on the basis of the grade of the teacher's professional certificate and the length of his successful experience, *the competency of each such teacher being duly attested by the County or Provincial Inspector, as the case may be, of the school for which such grant is claimed.* The grant shall be one-half the amount if the teacher of the school holds such certificate for less than a year but for at least one term:

(1) If the teacher's total experience in the schools of the Province of Ontario shall have been at least five years on July the first next,

(*a*) For a First Class Certificate	$40
(*b*) For a Second Class Certificate	30

(2) If said experience shall have been less than five years on the same date,

(*a*) For a First Class Certificate	$30
(*b*) For a Second Class Certificate	20

(3) If the teacher holds a Provincial Permanent Third Class, or a Provincial Permanent ungraded Certificate $10

IV. Grants on Equipment and Accommodations.

By section 19 (70 (1)) of the Public Schools Amendment Act of 1907 each County Council must raise the equivalent of the Legislative grant to the County for equipment and the accommodations.

(1) The Legislative grant on the equipment and the accommodations is distributed by the Minister as follows:

The total amount apportioned is divided by the total number of teachers in the Rural Public and Separate Schools, not including the teachers of Continuation Schools; and the quotient thus obtained, multiplied by the number of teachers in each inspectorate, gives the Legislative grant payable for the inspectorate.

For this computation each Principal is reckoned as a unit and each assistant as a half if the school has been open for the whole school year; but each Principal shall be reckoned as a half and each assistant as a quarter if the school or the assistant's class, as the case may be, has been open for less than a year but not less than half a year.

(2) The grant to each Inspectorate shall be sub-apportioned by the Inspector in accordance with the instructions of Circular No. 33, 1907, as to the grading of the accommodations; and the items of the equipment provided in each school in accordance with said circular, shall be those on the value of which he will reckon the percentage. The special equipment for Continuation Schools or Fifth Forms (the former Continuation Classes, Grades B and C), shall not be included.

(3) Out of the combined Legislative and County grants, each school shall receive 10 per cent. of the approved value of the equipment up to a maximum grant of $20.00 for each Principal and of $2.50 additional for each assistant.

(4) Out of the combined Legislative and County grants, each school shall receive a grant on the character of its accommodations, the maximum being $30.00 for a one-teacher school, $45.00 for a two-teachers school, and $60.00 for a school with more than two teachers, in accordance with the following scheme:

Grade.	One teacher.				Two teachers.				Three teachers and over.			
	I.	II.	III.	IV.	I.	II.	III.	IV.	I.	II.	III.	IV.
	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.
Closets	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
Water supply	2 00	1 50	1 00	50	2 00	1 50	1 00	50	3 00	2 25	1 50	75
School grounds	4 00	3 00	2 00	1 00	5 00	3 75	2 50	1 25	6 00	4 50	3 00	1 50
School buildings	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Class rooms	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Halls	.....	.....	.....	....	2 00	1 50	1 00	50	3 00	2 25	1 50	75
Cap rooms	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Private rooms	1 00	75	50	25	1 50	1 10	75	40	2 00	1 50	1 00	50
Desks	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Blackboards	1 00	75	50	25	1 50	1 10	75	40	2 00	1 50	1 00	50
Lighting	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Heating	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
Ventilation	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
	30 00	22 50	15 00	7 50	45 00	33 70	22 50	11 30	60 00	45 00	30 00	15 00

(5) When a Union School Section is composed of portions of townships in different counties, the grant to its school from each county shall, as far as practicable, be that fraction of the Legislative grant payable to said school which the assessed value of the portion of the section within the county is of the whole assessed value of the section, according to the equalization made by the assessors, as provided in section 54 of the Public Schools Act of 1901.

(6) When the amount of the Legislative and County grants is insufficient to provide for each school the sums required under the foregoing regulations, the Inspector shall make a *pro rata* deduction from the total grant to each school; and where there is a balance over after making the provision for each school as required by the said regulations, he shall make a *pro rata* addition to the total grant to each school.

(7) *In order that the County Council may be duly notified before its June meeting of the amount it must raise as the equivalent of the Legislative grant on equipment and accommodations, each Inspector shall notify the Minister not later than May 15th of the number of teachers in his Inspectorate reckoned as in (1) above.*

When the Inspector has Rural Schools in different counties, he shall make a separate return for each county.

V. Time of Payment of the Grants.

Subsection 3 of section 4 of the Department of Education Act provides for the payment of the Legislative grant to the counties concerned before August 1st. Said grants shall be forthwith payable to the respective Boards of Rural Public and Separate School Trustees, except the grant on the equipment and the accommodations which, with the equivalent County grant, shall be payable as the Inspector may arrange, but not later than December 1st. If said grants on equipment and accommodations are payable to the Township Treasurer, the Inspector shall notify the County Treasurer of the amount due the Township Treasurer on this account.

Grants to Assisted Schools.

As heretofore, the grant to Assisted Schools provided for in section 4 (6) of the Amended Education Department Act of 1907, quoted above, will be apportioned on the report of the Inspector, who shall supply, in a form to be obtained from the Minister, the details necessary to enable him to form a proper judgment as to the merits of each application.

Special Grant for Rural School Libraries.

The special grant of $6,000.00 ($1,000.00 more than last year) in aid of Rural School Libraries will be distributed amongst the Rural Public and Separate Schools of the whole Province, not including Continuation Schools, as an additional percentage on the value of all library books purchased between July 1st, 1907, and October 1st, 1908, provided no school receives more than $10.00, and provided no purchase is less than $10.00. *The books shall also have been approved by the Inspector as especially suitable for the pupils' use.*

All applications for this grant must be made by the Trustees through the Inspector, on or before the 15th day of October. The Trustees shall supply the Inspector with all the information he may require, in regard to the purchase of the books, including vouchers from the booksellers.

The Inspector shall make application to the Educaiion Department on a form to be provided, which must be forwarded to the Education Department not later than the first day of November.

May 4th, 1908.